F **BIGREDF** RESTAURANT GROUP

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Department: All Stores   **Last Updated:** 3/17/2017

Subject: Adobe InDesign 101   **HID #:** N/A

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Loading Fonts to store computer: Anytime you open a file and it gives you an error saying "Missing Fonts", this is an indication the file is utilizing a font that is not currently downloaded on your computer. Go to Dropbox > [store folder] > Current Menus > Fonts > download the font you're missing > double click the downloaded font file and select 'Install Font'. The file should automatically link the correct font.

Accessing InDesign Menu Files: All menu files live on Dropbox (both InDesign and PDF versions). You can find these in Dropbox > [store folder] > Current Menus > Print.

InDesign Tools:

Black Arrow (selection tool):
This is used largely for selecting pieces (i.e. text boxes, images, etc.) and moving them.

Type Tool:
This is used for editing text within a text box.

Editing Menus:
   A. If you are removing the same number of items you are replacing, it is ideal to add the new item where an 86'd item was.
   B. If you are adding more items than you are removing, this may require formatting assistance from the PPM. Update as much as you are able to, and include any notes on the section you aren't able to fit/format. Send an email to the PPM clearly outlining what needs to be adjusted if necessary.
   C. When the menu is updated go to File > Save As and choose where to save it. You want to save it to Dropbox > [store folder] > Current menus > Print if you are going live with it in-store right away. Once you replace or save the menu in the Print folder, move any old versions of that menu in the folder to the "old" folder to avoid confusion and to only keep the correct Print menu in the Print folder. If you run into any formatting issues and need assistance from the PPM before it goes live, save it in Dropbox > [store folder] > Current Menus > Menus in Revision. As a reminder, you're saving just the .indd file. The file name should not be changed unless the season (i.e. Spring, Winter, etc.) or year are changing.
   D. If you run into any formatting issues and the file has been saved in the Dropbox 'Menus in Revisions' folder, email the PPM so he/she knows it's ready for format proofing/assistance. Please also let them know the date you plan to go live with the menu so they're aware of your timeline. Please allow 48 hours for format assistance.